

From: Jolleen Werst
Superfund Records Manager

for Shaubko Dickerson 6/2/14

To: Site File

Subj: Administrative Record Processing Packet

The attached documents were used to help determine which documents would be included in the Administrative Record/File.

The documents attached could include, emails, site index's, Admin Records Checklist Form, Request for a Superfund Administrative Record Form, handwritten notes.

B783

40460455

4.0



Superfund

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63378

REQUEST FOR A SUPERFUND ADMINISTRATIVE RECORD

Date: 5-15-2014 Requestor: Doug Ferguson Counsel: Kristin Nazar

Site Name: Beta Chem Laboratory CERCLIS ID# 15N000705028 OU# 00 SSID# B783

1. Do you want an index of documents that are currently in SDMS to be sent to you: yes _____ no X

2. Is this request for an original AR? yes X no _____

3. Is this request to update an existing AR File? yes _____ no X AR# _____

4. Type of AR you are requesting? (please circle only one of the following):

*Removal EECA AR File (Start of RI/FS) ROD 5-year review

In the space below list the Public Repository Address – please include the zip code and telephone number, and name of contact if available. (If more than one repository please indicate on back of form)

Repository #1 Lackman Library

15345 W. 87th Street

Lenexa, KS 66219

(913) 826-4600

Date AR Needs to be at the Repository: 5/30/2014

*(excluding voluntary RP Removals)

**If needed

List of Doc IDs to be Included in AR:

Action Memo 30285175

Log Book (attached)

Email with Chemical Inventory (attached)

MSDS Sheets (attached) (12)

(If additional room is needed please use the back of the form)

*Please attach any new documents that you want in the AR to this form for processing

ADMIN RECORDS CHECKLIST

Site Name: Beta - Chem Lab AR# (Tracking #) 63378

ACTION	YES	NO	COMMENTS	COMPLETED
Call Repository to see if they accept CD's	✓		Verified by ^{web} SP2	SD 5/15/14
Did new documents accompany the AR Request form	✓		If yes, then need to process new documents into SDMS with tracking # - MAKE SURE THEY ARE NOT ALREADY IN SDMS	
Were other documents identified to be included in the AR?	✓		If yes, then you need to order the originals from the Records Center	
Create AR collection in SDMS - to establish tracking number	✓			
Tracking Number added to the Maintenance Table	✓			
Documents Indexed (make sure tracking number is included in the indexing)	✓			
Documents Scanned/ E-Docs Uploaded	✓			
Documents QA'd	✓			
Create Introduction - under H:\SUPR Lit\WWHY^\AR TEMPLATES - Originals	✓			
Index and Scan Introduction and Index	✓			
Run an Index Report (The docs have to be in the collection before you can run this report)	✓			
Create AR Transmittal Acknowledge form (internal signature form) - under H:\SUPR Lit\WWHY^\AR TEMPLATES - Originals	✓			
Send out Email to RPM and Counsel for review	✓			
Create AR Transmittal Acknowledge form (repository signs and sends back) - H:\SUPR Lit\WWHY^\AR TEMPLATES - Originals	✓			
Create AR Transmittal Letter - H:\SUPR Lit\WWHY^\AR TEMPLATES - Originals	✓			
Create PDF CD's (at least 3 copies)	✓		1-Public Repository, 1-EPA, 1-LitRoom	
Prepare UPS	✓			
Send UPS with CD, AR transmittal Acknowledge Form, prepaid self addressed envelope (in small print write AR# in lower left corner of this envelope) and AR transmittal Letter	✓		Make a copy of the signed AR transmittal form and staple EPA's copy of the UPS slip to it and put it in the Black Box for Daily Docs	
File the Introduction and Index in the boxes in the litigation room - until AR is final.	✓			
Send Email to OPA - site name and type of AR and date it was sent to the repository - R7OPA@EPA	✓			
Update Spread Sheets (2)	✓		K:\SUPR Lit\WWHY^\Collections Tracking.xls and FY(YR) AR Printed Spreadsheet on Jolleen's Desk or by AR's	

4/9/14

Dickerson, Shaneka L.

From: Drennen, Michele
Sent: Tuesday, May 20, 2014 3:43 PM
To: Nazar, Kristen
Cc: Dickerson, Shaneka L.; Ferguson, Doug
Subject: FW: AR for Beta Chem

AR for Beta Chem is being worked on in Lit Room by Shaneka Dickerson.

MICHELE DRENNEN
Environmental Protection Specialist
U.S. Environmental Protection Agency
Region 7, Superfund Division
11201 Renner Boulevard
Lenexa, KS 66219
drennen.michele@epa.gov
Phone: (913)551-7624
Fax: (913)551-9624

-----Original Message-----

From: Dickerson, Shaneka L.
Sent: Tuesday, May 20, 2014 9:17 AM
To: Drennen, Michele; Ferguson, Doug
Subject: RE: AR for Beta Chem

Thanks Michele!

Doug I do have a few questions, I will give you a call.

-----Original Message-----

From: Drennen, Michele
Sent: Tuesday, May 20, 2014 9:03 AM
To: Ferguson, Doug
Cc: Dickerson, Shaneka L.
Subject: RE: AR for Beta Chem

Pam, Shaneka, and I all do ARs, but Shaneka is working on this AR. She is teleworking part of today so I will forward this email to her.

MICHELE DRENNEN
Environmental Protection Specialist
U.S. Environmental Protection Agency
Region 7, Superfund Division
11201 Renner Boulevard
Lenexa, KS 66219
drennen.michele@epa.gov
Phone: (913)551-7624
Fax: (913)551-9624

-----Original Message-----

From: Ferguson, Doug
Sent: Tuesday, May 20, 2014 9:01 AM
To: Drennen, Michele

Subject: AR for Beta Chem

Are you the AR person? I forgot to put KDHE's Integrated Assessment document in with my AR submission. I placed it in the record center submission basket by superfund last week but, I wanted to sure it was included in the AR. Please call if you have any questions.

Thanks,

Dickerson, Shaneka L.

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Dickerson, Shaneka L.

From: Ferguson, Doug
Sent: Tuesday, May 20, 2014 6:13 PM
To: Dickerson, Shaneka L.
Subject: Integrated Assessment form KDHE Digital
Attachments: Beta Chem Integrated Assessment Vol I Final.pdf; Beta Chem Integrated Assessment Vol II Part 1.pdf; Beta Chem Integrated Assessment Vol II Part 2.pdf

Doug Ferguson, On-Scene Coordinator
U.S. Environmental Protection Agency
11201 Renner Boulevard
Lenexa, Kansas 66219
Phone 913-551-7221
ferguson.doug@epa.gov

For 24/7 Emergency Response Spill Line call the National Response Center at 800-424-8802

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Thanks,

Dickerson, Shaneka L.

From: Dickerson, Shaneka L.
Sent: Monday, June 02, 2014 4:11 PM
To: R7OPA
Cc: Ferguson, Doug; Nazar, Kristen; Quick, Michelle; Field, Jeff
Subject: Beta-Chem Laboratory Removal AR# 63378 was sent to the public repository
Attachments: Scanned from a Xerox multifunction device.pdf

OPA,
Beta-Chem Laboratory Removal AR# 63378 was sent to the public repository. See attachment for repository information.